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~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH : Deputy Director of Training
FROM : Registrar/TR

DATE: 12 November 1959

SUBJECT: Weekly Activity Report No. 43
4 November - 10 November 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Feedback comments from a very interested audience on the 9 November OTR assembly include:

"I knew the boss was a straight shooter, but he was hitting hard today."

"It was a dark picture, but real informative."

"Now I know what the OTR Career Board is about."

"It's less fun for us, too, but I still like my job here."

"I'm glad I got to the first meeting myself, instead of getting a distorted version from the grapevine."

2. Mrs. [] has reconfirmed that there are 16 candidates to date for Introduction to Overseas Effectiveness, plus word that Mr. [] plans to have all training requests turned in next week. We erroneously showed 19 in our weekly registrations. Mrs. [] also reports that 12 or 13 names have been received for the Labor Operations course.

3. C/OS was understandably disappointed that one-week's extension on closing out the [] Management course produced no net gain. By 6 November we appeared to have two each from WE and NE and one from EE. Of the original five, only [] WE, will attend; but the extension brought in two from OTR, one more from WE and one from TSS.

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25 YEAR RE-REVIEW

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4. In cooperation with C/OS and [] a schedule of ORT offerings at [] in 1960 is being released to MPD for dissemination to Agency Reservists.

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5. FDD has a requirement for three of their employees to take a [] language program. Arrangements have been made with EE Division to have one of their contract employees give this training at an uptown location. This is the same type of training that we arranged some two years ago for other FDD employees.

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6. Complete lists of Agency employees who have attended the Senior Officer Courses since 1952 have been furnished Pat [] MPD. Pat will use this information to bring his reserve records up to date.

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7. [] is meeting with [] Office of the DD/I, next week to discuss the allocation of Weapons spaces for the various DD/I components for the remaining of the fiscal year.

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8. Office of the DD/S has informed us that the Agency's candidate for the 29 November running of the Army Management Course at Fort Belvoir will be [] from Office of Personnel.

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9. The matter of an Agency announcement of foreign language proficiency tests for the first half of 1960 is upon us. [] has a draft drawn for [] approval. Roy discussed its publication with [] particularly in light of the request for a machine run of the "non-tested" that was sent to QAB last week so as to organize the Agency-wide testing program. Past experience tells us that it takes about five weeks (normal procedures) to complete the processes of publication. The cut-off date set in the machine-run request is 15 November 1959. Therefore, Roy would like to hold off on using Kay's present draft as the official schedule until he has had time to review the list, organize testing capabilities and adjust the schedule, if necessary.

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There should be no problem in getting the notice printed in time to meet our responsibilities to the Agency if Roy plans the first test for the week of 20 January. This should give him about two weeks after he gets the machine-run to come up with a schedule that will serve more people. The later start will not create any problem for personnel whose anniversary or maintenance dates fall around that time. These few cases can be handled simply.

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DDS { 10. We have passed the \$300,000 mark in cumulative awards. This week's Transmittal List (No. 15 for FY '60) provides for 52 awards to 41 individuals for \$6,450. Along with these names there will be certifications of ineligibility for 63 employees. FY 60's total is: \$65,675. The over-all total is: \$300,350.

Looking at Norma's work since 2 November, shows 186 applications for awards resulting in 80 ineligible, 17 of which were employees who had taken second tests. Of the 106 awardables, 54 were second tests.

11. A proposed new OTR regulation setting forth responsibilities and procedures for cancellation or change of dates of courses has been transmitted to OTR Schools for coordination.

12. A current project of the Standards Branch is the development of systematic ground rules and uniform criteria for determining the types of component conducted and external training that should be included in the Agency Training Record.

DDS 13. During the week 4 November - 10 November 1959, there were 832 persons enrolled in OTR conducted training:

324 enrolled in 53 classes (9 languages) voluntary

211 enrolled in 44 classes (15 languages) internal

52 enrolled in 4 Operations School courses

137 enrolled in 6 Intelligence School courses

7 from other Government agencies

22 Dependents

79 Junior Officer Trainees

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